



# TYNE VALLEY CANOE CLUB

## FIRST AID GUIDELINES

### INTRODUCTION

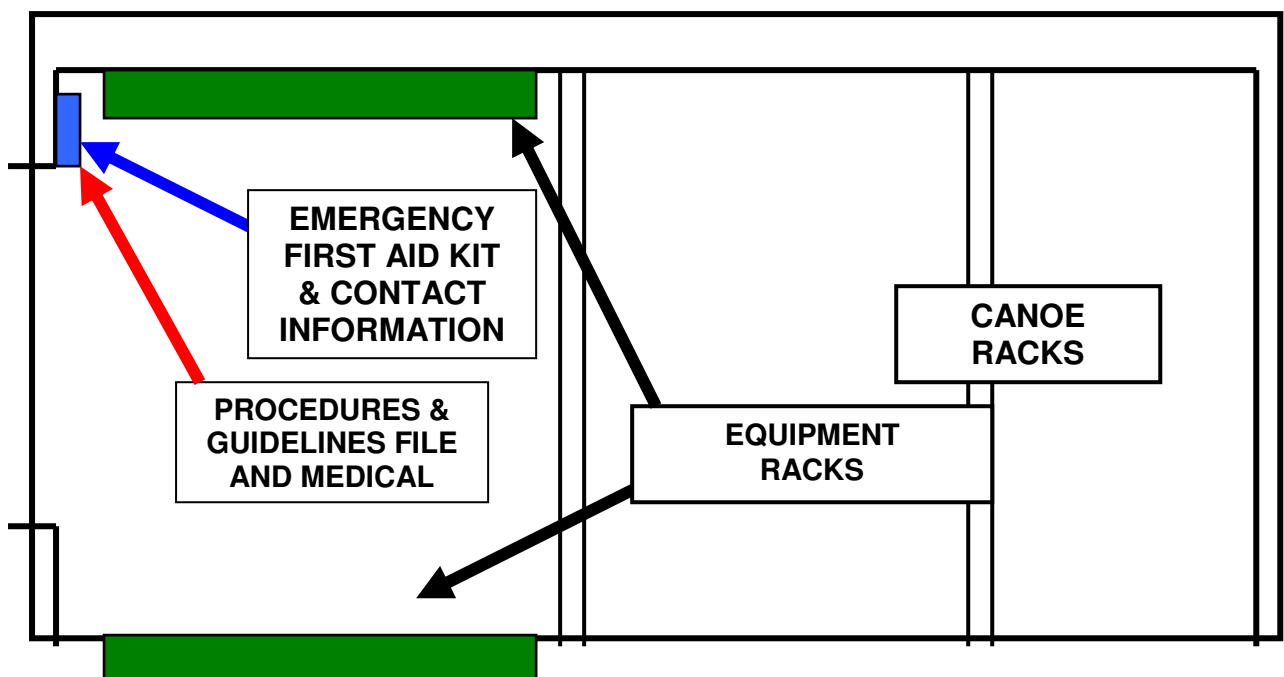
The following guidelines are for the guidance of Club officials, coaches, event leaders and volunteers who may be required to administer first aid following an accident. They serve to offer a simplified list of actions and procedures that should be followed when administering first aid to club members or if necessary, members of the public.

These guidelines should be considered alongside the '**Guidelines for Dealing with an Incident or Accident**' and the club '**Risk Assessment Policy**'.

There are seven parts to these guidelines:

1. Location of on site first aid kit.
2. Location of nearest telephones.
3. Using the on site first aid kit.
4. First aid box contents.
5. Responsibility for checking contents of on site first aid kit.
6. Off site first aid.
7. Reporting giving first aid.
8. First aid certification.
9. Medication.

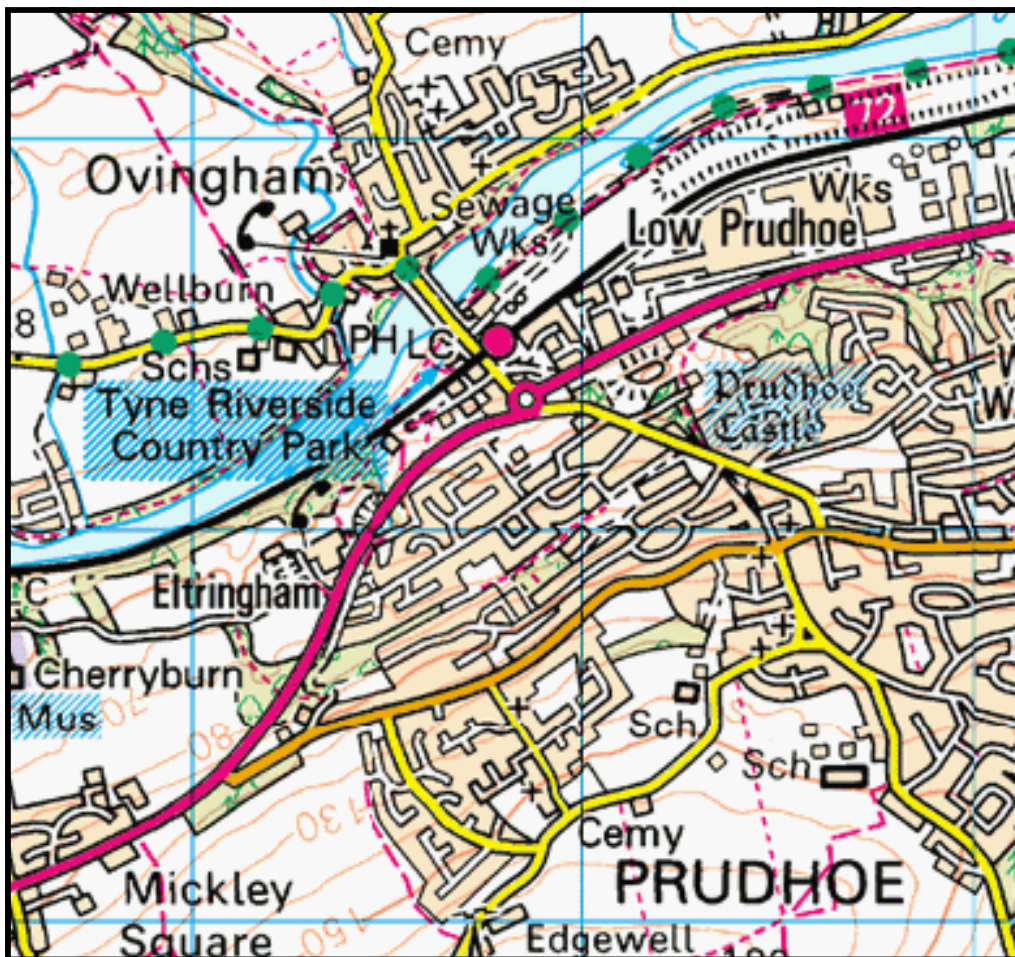
**1. LOCATION OF ON SITE FIRST AID KIT** – The club on site first aid kit is located in the canoe lock up which is part of the main Information Centre Building. It consists of a Blue Sports First Aid Kit Bag and is attached to the right hand wall at the entrance. See room plan which is marked with its location.

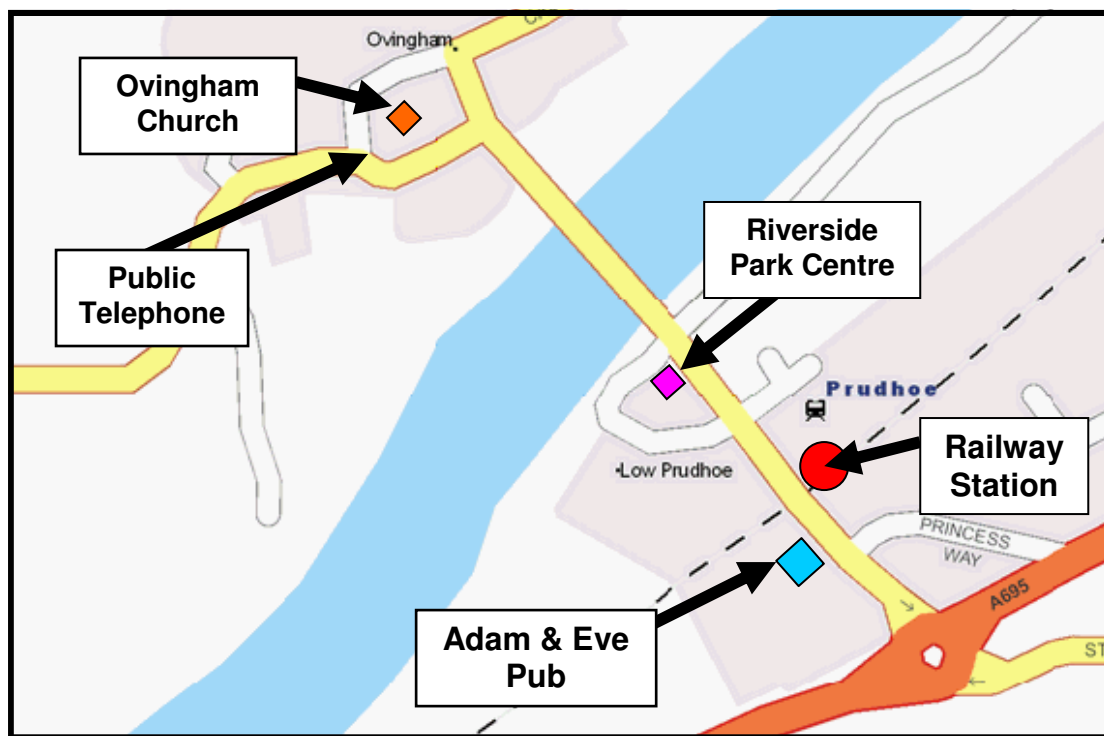


**2. LOCATION OF NEAREST TELEPHONES** – It is generally recognised that the majority if not all of the club coaches, officials and volunteers will have access to a mobile phone. However, in the event of an accident or incident on site where there is no mobile phone available it is appropriate that the location of the nearest public telephones are identified in these guidelines. Details of the nearest land line phones are given below and illustrated on the attached maps:

- A public phone box is located in Ovingham over the bridge. It is positioned about 50 metre left of the bridge road junction next to the village church.
- There is a telephone in the Tyne Riverside Park Information Centre. This will only be available when the centre is open.
- A phone is available in the Adam and Eve Public House for public use. The phone will be accessible only during the opening hours.

***Maps Showing Location of Public Telephones.***





**3. USING THE ON SITE FIRST AID KIT** – The main contents of the first aid kit is for emergency use only. For general scratches and abrasions there is a small kit with elastoplasts and medi-wipes in the front pocket. It is recommended that paddlers should have access to a personal first aid kit which should be an integral part of their canoeing equipment.

**4. FIRST AID BOX CONTENTS** – The minimum contents of the emergency first aid kit is detailed below and this will serve as the audit list.

- 2 packs of 40 assorted elastoplasts.
- 2 Large wound dressings.
- 2 wound pads.
- 3 medium wound dressings.
- 3 small wound dressings.
- 2 eye pads.
- 2 crepe bandages.
- 1 elastic adhesive bandage.
- 1 roll of microporous tape.
- 2 triangular bandages.
- Several antiseptic cleaning wipes.
- 5 eye wound washes.
- 1 freeze spray.
- 1 heat spray.
- Several pairs of vinyl gloves.
- 2 emergency foil blankets.
- 1 sick bag.
- Safety pins.
- 1 pair of scissors.
- 1 resuscitator.
- 2 instant ice packs.

**5. CHECKING FIRST AID KIT CONTENTS** – The contents of the emergency first aid kit will be checked on a regular basis appropriate to the activity of the club. During periods when the club meets and operates on site this will be every week. At other times it will be determined by a monthly audit by the named persons. The named persons for checking the on site emergency first aid kit are:

- **John Dean** (club chairperson, senior club coach and certificated first aider).
- **Paul Newman** (club vice chairperson and certificated first aider).

***Procedure:***

- The named person/s will check the first aid kit contents and the first aid sheet replacing any items used.
- Checks will be also carried out for expiry date or for contamination of particular contents replacing if necessary.
- The named person responsible for the check will complete the check log indicating what has been replaced.

**6. OFF SITE FIRST AID** – It is appropriate and a requirement of all coaches to be adequately equipped when leading off site journeys or events. As part of their Duty of Care requirement to both the BCU and the Club they will be in possession of an emergency first aid kit as part of their leader equipment. It is also appropriate to their award that all active BCU coaches will hold current first aid certification. It is expected that club coaches will react as appropriate if called upon to administer first aid when off site.

More experienced club paddlers who are active on river journeys or who are working towards BCU progression awards should be in possession of a personal first aid kit as part of their canoeing equipment and should be able to self administer for general cuts and abrasions.

***Leader First Aid kit:***

Detailed below is the minimum recommended contents of the leader first aid kit:

- Bleeding – pre-packed sterile wound dressings; large, medium and small.
- Blisters and cuts- adhesive dressing strip, adhesive tape and elastoplasts.
- Support/immobilisation – crepe bandage and triangular bandage.
- Eyes- wash and eye dressing.
- Scissors and tweezers.
- Pencil and note pad.

For more serious accidents coaches and leaders will refer to the '***Guidelines for Dealing with Incidents and Accidents***'.

**7. ADMINISTERING FIRST AID AND REPORTING**

***Administering:***

- When on site first aid may be administered by any coach, leader or volunteer who holds current first aid certification.
- Members of the club who have personal first aid kits will self administer.
- The club emergency first aid kit should only be used in an emergency.

- The small packs of elastoplasts and wipes may be accessed only if a personal kit is not available.
- The first aider will check that the injured party has no allergies where a reaction may occur against medi-wipes or elastoplasts.
- No antiseptic creams will be administered.
- No medication for headaches such as paracetamol will be given. Members will be responsible for self administering if required.

### ***Reporting Procedure:***

The first aider administering first aid will fill in the 'First Aid' reporting log by completing the appropriate sections of the sheet. It will show the injured parties name and age, sex, date, time, coach or supervisors name, cause of injury, details of the injury and body part, treatment given and details of any follow up such as doctor or hospital.

In the event of a more serious accident an 'Accident/Incident' reporting form must be completed as recommended in the guidelines. Details of the incident must be reported to the Chairperson or the Club Secretary. Contact details are given in the club operations file and are shown on the operations notice board.

**8. FIRST AID CERTIFICATION-** It is a requirement for all BCU/Club coaches to be current with First Aid Certification. To ensure that the club coaches are always current with their first aid certificate the club regularly organises in house first aid courses or directs coaches onto courses which are run through the Tynedale Sports Council/Leisure Tynedale. All courses run or organised by the club are funded or subsidised by the club or through Leisure Tynedale.

It is the responsibility of all coaches to ensure that they remain current with the appropriate first aid certification and it is a requirement of their award to notify the BCU of their first aid updates.

The club holds a list of all coaches, leaders and volunteers who hold first aid certification.

**9. MEDICATION** – The club holds up to date medical information concerning club members. Members' declaration of medical problems and forms of medication is recorded on the reverse of their membership application form. A precise of these are made available only to club coaches on a need to know basis and are enclosed in the club operations and procedures file which is held alongside the emergency first aid kit.

Details of the medical disclosure form are shown on the club membership application form.

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These guidelines will be subject to a regular review and revisions will be made as appropriate to reflect any amendments made by the Club Committee. Any revisions made to these guidelines will only require the approval of the General Committee. All club coaches will be notified of the amendments as they are made and club members will be informed at the Annual General Meeting if it is felt appropriate to do so.

Date of last revision: 1/05/2009

Date of next review: On an annual basis when revisions will be made if deemed to be appropriate.

(D. Gray. Club Chairperson).